

**WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE**

Division of Environmental Health  
1320 Pewaukee Road, Room 260, Waukesha, WI 53188-3868

**LICENSE APPLICATION FOR RETAIL FOOD ESTABLISHMENTS**

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**NAME OF FACILITY**

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**FACILITY ADDRESS**

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**POST OFFICE**

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**ZIP CODE**

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**NAME OF OPERATOR (LICENSEE)**

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**TELEPHONE NUMBER**

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**MAILING ADDRESS**

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**POST OFFICE**

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**ZIP CODE**

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**REASON FOR APPLICATION:**    ☐ New Facility    ☐ Change of Operator    ☐ Other

"Potentially hazardous food" means food which consists wholly or in part of milk, milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other ingredients, and which is capable of supporting rapid and progressive growth of pathogenic infectious or toxigenic micro-organisms. "Potentially hazardous food" does not include foods that have a pH level of 4.6 or below, or a water activity value of 0.86 or less under standard conditions; or food products in hermetically sealed containers processed to prevent spoilage.

"Processing" means the manufacture or preparation of food for sale through the process of canning, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, packing, bottling or packaging, or through any other treatment or preservation process.

NOTE: Fee schedule is on the back of application. The pre-licensing inspection fee applies to all new or change in operator of the following facilities and establishments which must be inspected and approved prior to opening business.

| <b>TYPE OF RETAIL FOOD ESTABLISHMENT</b>                          | <b>LICENSE FEE</b> | <b>PRE-LICENSE INSPECTION FEE</b> |
|---|--------------------|-----------------------------------|
| <input type="checkbox"/> NO PROCESSING                            | _____              | _____                             |
| <input type="checkbox"/> PROCESSES POTENTIALLY HAZARDOUS FOOD     | _____              | _____                             |
| <input type="checkbox"/> PROCESSES NON-POTENTIALLY HAZARDOUS FOOD | _____              | _____                             |
| <input type="checkbox"/> TEMPORARY RETAIL FOOD FACILITY           | _____              | _____                             |
|   |                    | <b>TOTAL</b> _____                |

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**NAME OF PERSON RESPONSIBLE FOR FACILITY OPERATION**

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**TELEPHONE NUMBER**

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**SIGNATURE OF OWNER/AGENT COMPLETING APPLICATION**

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**DATE**

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**TITLE**

Submit this application with the appropriate fees to the Waukesha County Department of Parks and Land Use, 1320 Pewaukee Road, Room 260, Waukesha, WI 53188-3868. Checks should be made payable to Waukesha County. The license period is from July 1 through June 30 annually and license fees are not prorated. If you have any questions, contact the Waukesha County Department of Parks and Land Use at (414) 896-8300. Fax: (414) 896-8298.

## FEE SCHEDULE

**Establishments not engaged in food processing operations.** The annual retail food establishment license fee shall be based on gross annual food sales.

| Gross Annual Food Sales | License Fee | Pre-Licensing Inspection Fee |
|-------------------------|-------------|------------------------------|
| Less than \$100,000     | \$70        | \$35                         |
| \$100,000-\$250,000     | \$100       | \$50                         |
| More than \$250,000     | \$130       | \$65                         |

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**Establishments engaged in processing potentially hazardous food operations.** The annual retail food establishment license fee shall be based on gross annual food sales of all food items sold.

| Gross Annual Food Sales | License Fee | Pre-Licensing Inspection Fee |
|-------------------------|-------------|------------------------------|
| Less than \$1,000,000   | \$190       | \$95                         |
| \$1,00,000-\$4,000,000  | \$320       | \$160                        |
| \$4,000,000-\$8,000,000 | \$480       | \$240                        |
| More than \$8,000,000   | \$680       | \$340                        |

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**Establishments engaged in processing non-potentially hazardous food operations.** The annual retail food establishment license fee shall be:

| License Fee | Pre-Licensing Inspection Fee |
|-------------|------------------------------|
| \$115       | \$58                         |

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**Temporary Retail Food Establishment -** Operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public Exhibition, anniversary sale or occasional sales promotion.

| License Fee |
|-------------|
| \$65        |